



Retiree Health Care Trust Fund Board

SPECIAL BOARD MEETING MINUTES

Monday, January 24, 2022

1:00 p.m.

City and County of San Francisco
SFERS Office – 1145 Market Street, 6th Floor Conference Room
San Francisco, CA 94103

RETIREE HEALTH CARE TRUST FUND BOARD MEMBERS

President

Pauline Marx

Vice President

David Salem

Members

Clare Murphy

Katharine Petrucione

Edward Walsh

Trust Administrator

Jay Huish

SFERS Executive Director

Disability Access

The meeting will be held at the SFERS Office, 1145 Market Street, 6th floor, San Francisco, CA 94103. The Retiree Health Care Trust Fund Board Meeting Room is wheelchair accessible. Accessible seating is available for persons with disabilities or wheelchairs. The following services are available upon request:

- American Sign Language interpreters will be available upon request.
- A sound enhancement system will be available upon request at the meeting.
- Minutes of the meeting are available in alternative formats.

If you require the use of any of these services, contact Kelsey Lim, Board Secretary, at (415) 487-7507 or by email at kelsey.lim@sfgov.org at least two (2) business days before the meeting.

The closest accessible BART Station is Civic Center, three blocks from City Hall. Use the Market and 8th Street exit. Accessible MUNI lines serving this location are: 5, 9, 9L, 19, 47 and the F Line to Market and 8th and the Metro stations at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza adjacent to Davies Hall and the War Memorial Complex.

In order to assist the City's effort to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Summary of Retiree Health Care Trust Fund Board Policy Regarding Public Comment

Speakers are urged to fill out a speaker card in advance, but may remain anonymous if so desired. A member of the public has up to three minutes to make pertinent public comments before action is taken on any agenda item. A member of the public may comment on any matter within the Board's jurisdiction at the designated time at the end of the meeting. Call Kelsey Lim, Board Secretary, for further assistance at (415) 487-7507 or email at kelsey.lim@sfgov.org.

Summary of Retiree Health Care Trust Fund Board Policies Regarding Cell Phones and Pagers

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting.

The chair of the meeting may order the removal from the meeting room of any person(s) in violation of this rule.

The chair of the meeting may allow an expelled person to return to the meeting following an agreement to comply with this rule.

Knowing Your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public; reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact:

Sunshine Ordinance Task Force
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco CA 94103-4689
(415) 554-7724
by fax at (415) 554-7854
or by email at kelsey.lim@sfgov.org

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from the Clerk of the Sunshine Ordinance Task Force or by printing Chapter 67 of the San Francisco Administrative Code located on the Internet at <http://www.sfgov.org/sunshine/>. To review or obtain meeting documents covered under the Sunshine Ordinance contact Kelsey Lim, Board Secretary, SFERS, 1145 Market Street, 5th Floor, San Francisco, CA 94103; telephone (415) 487-7507; or send an email with your request to kelsey.lim@sfgov.org.

Location of materials accompanying agenda items and materials distributed less than 72 hours before meeting.

Meeting materials are available for inspection and copying during regular business hours at SFERS, 1145 Market Street, 5th Floor, San Francisco, CA 94103; please ask for Sofia Millham, Board Secretary. Any materials distributed to the members of the Board within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection at the same location during regular office hours.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Campaign & Governmental Conduct Code § 2.100 -2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100; fax (415) 252-3112; or web site www.sfgov.org/ethics.

CALENDAR

- **Roll Call** **Call to Order: 1:00 PM**
Pauline Marx - Present
Clare Murphy - Present
Katharine Petrucione - Present
David Salem - Present
Ed Walsh – Not Present

- 01242022-02 **Communications & General Public Comment**

Board Secretary, Kelsey Lim, reviewed public comment procedures due to Covid-19 restrictions.

- 01242022-03 Action Item **Review and Approval of January 2022 Board Resolution to Continue to Meet Remotely for at least 30 days pursuant to California Governmental Code Section 54953(e)**

Documents provided to Board prior to meeting: Staff Memorandum; Retiree Health Care Trust Fund Board Resolution 2022.01.24

Caryn Bortnick, SFERS' Deputy Executive Director, presented this item.
Action: Moved by Commissioner Murphy and seconded by Commissioner Petrucione to approve the January 2022 Board Resolution.

Ayes: Marx, Murphy, Petrucione, Salem Nays: None

- 01242022-04 Discussion Item **Initial Review of the Proposed Budget FY 2022-23 and FY 2023-24**

Documents provided to Board prior to meeting: Staff Memorandum; RHCTF-Proposed Budget

Ms. Bortnick presented this item. She noted there is a typo under Memberships. The number should be \$1,350 for both fiscal years for SACRS and International Foundation of Employees Benefits Plan fees rather than \$1,315.

Commissioner Marx raised a question regarding the amount for the City Attorney Work Order. She requested that the City Attorneys' Office break that number down by hours, people, etc.

Tran Ly, City Attorney, said she would ask her finance team for that breakdown.

Commissioner Petrucione asked how the Board is allocating costs between the City's Trust and the City College District Sub-Trust.

Ms. Bortnick replied that the Board has not charged City College District at this point, but that it would be good for the Board to create the charters now for future allocations.

Commissioner Murphy requested clarification on how the sub-trusts' fees are divided and paid.

Ms. Bortnick explained that the sub-trusts are not invoiced and do not pay. All expenses are

paid through RHCTF because there is no general fund money.

Jay Huish, SFERS Executive Director, explained that the purpose of adopting a RHCTF Budget is so the money is in the City and County of San Francisco's budget system. This would allow the City to pay and reimburse City staff members.

Mr. Huish recommended that the Board create a policy in the event of extraordinary circumstances due to a sub-trust's withdrawal. RHCTF could allocate expenses to that sub-trust as a result of the withdrawal.

Action: This was a discussion item only.

□ 01242022-05 Discussion Item **Good of the Order**

RHCTF Board members may request that any matter be calendared at a future meeting. All such requests shall be calendared in a reasonable time. (RHCTF Board Operations Policy ¶17.) The Board will not discuss any items requested to be calendared until a subsequent meeting when the matter is included on the agenda with the required public notice.

□ Action: This was a discussion item only.

Adjourned at 1:28PM

Next regularly scheduled meeting is Monday, February 14, 2021